

<p><b>Students</b> <b>9100</b> Admission of Students to the Regina Catholic School Division</p>	<b>Administrative Application</b>	
	<b>Last Reviewed /Approved on:</b>	September 30, 2020
	<b>References:</b>	The Education Act, 1995, Sec. 85 (f),(l),(m),(n);142, 145 Out of Attendance Area School Request Application Form Policy 12 – Role of the Director
	<b>Status:</b>	Operational

### Preamble

Catholic school divisions exist to provide a distinctive Catholic faith-based education. The faith and value dimensions of the Catholic faith are expected to permeate all aspects of instruction and school activities. Schools are expected to exhibit an atmosphere of prayer and be centres of gospel virtues.

Catholicism supports the belief that all parents are their child's primary educators. As such, the Regina Catholic School Division (RCSD) exists to provide a Catholic education for children of parents who are members of the Roman Catholic Church. However, in the inclusive and welcoming ethos of our Catholic Faith, non-Catholic parents who wish to have their students educated in a Catholic school may apply for admission. Parents not of the Catholic faith who desire a Catholic education for their children must be respectful of the teachings of the Catholic Church and agree to abide by the policies and procedures of Catholic school Divisions relating to religious instruction and the permeation of faith within all aspects of the student's school experience. However, Catholic school divisions reserve the right to deny admission to a non Catholic student who will not abide by the policies of the Board relating to religious instruction, religious activities and other such programs specific to our schools.

### Application

Communication with parents who are registering children for the first time at a RCSD school is extremely important. It is crucial that an intake interview be set up with new families wanting to pursue a Catholic Education. The interview for admittance presents an opportunity for administrators to discuss the applicant's history of Catholic involvement and the motivations of the parents seeking a Catholic Education for their student. For the purpose of the admittance interview, students can be classified in two categories: Registration of Children of Catholic Parents and the Registration of Children of Non-Catholic Parents.

1. **Registration of Children of Catholic Parents/Guardians:** Completion of one of the following criteria would permit entry into a Regina Catholic School:
  - Student's Catholic Baptismal certificate
  - Parent's/guardian's Catholic Baptismal certificate
  - A reference from the family's/school's parish priest

**2. Registration of Children of Non-Catholic Parents:**

The school division accepts only those who are sincerely interested in benefiting from the teachings of the Church and who want to experience the spiritual formation offered by the Catholic school. Admittance of non-Catholic students require the professional discretion of the Principal or designate. The following criterion can help guide a school-based administrator:

- a. In the spirit of *Truth and Reconciliation*, we recognize Indigenous families in their request for admission to a Regina Catholic School and their intent to receive Catholic faith formation in our faith-based environment.
- b. Non-Catholic students who may have been registered in another Catholic school division/school do not automatically qualify for admission and must fulfill the guidelines outlined in *Administrative Application 9100*.
- c. Students may be baptized in the Christian Tradition and be able to satisfy the Director, or designate, that the primary motive for gaining admission is the preference for the Catholic atmosphere and formation unique to the Catholic school and be willing to complete the necessary documentation indicating their acceptance of the Catholic formation and atmosphere of the school.
- d. Students may be a member of a recognized world religion which is not designated Christian or First Nations/Inuit spiritually<sup>1</sup>.

If the principal is uncertain concerning admission of a student, the principal may refer the parents to the respective parish priest for a reference interview. After this interview, the parish priest completes and forwards the *Pastor's Reference Form* (see appendix A) to the principal. However, it remains the responsibility of the principal to make the decision with respect to the admission of the student to the school.

If the principal is uncertain concerning admission of an Indigenous student, the principal may request an *Elder's Reference* (see Appendix B). After this interview, the Elder completes and forwards the "Elder's Reference" form to the principal. However, it remains the responsibility of the principal to make the decision with respect to the admission of the student to the school.

Please note the following during consideration:

1. Admission of non-Catholic students shall be contingent upon the availability of space and resources to adequately serve the needs of Catholic students and their families. In the event that overcrowding of facilities or limited resources are perceived by administration to be negatively impacting educational opportunities for students, Catholic families will be given first priority for admission and or continuation of programming.

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<sup>1</sup> We recognize the diversity of Indigenous peoples and the distinct spiritual practices of First Nations and Inuit Peoples. We also acknowledge that the spiritual practice of the Métis people may follow their First Nation or non-indigenous parents or a combination of both.

2. Families requesting admission to access French Immersion programming shall be admitted based upon the criteria previously noted. Preference for French Immersion instruction will not be considered adequate grounds for student admission unless the parents and students comply with expectations regarding the Division's faith-based educational program.

### **Acceptance of Children of Non-Catholic Parents**

If a principal or designate determines that a student of non-Catholic parents meets the required criteria the interview will proceed with a discussion on about the Catholic faith. Topics for discussion can include: daily prayer, Catholic Education classes, formal celebrations, masses, liturgies and the reception of the Catholic Sacraments.

The intake interview will conclude with the parents or guardians signing the *Declaration of Status Form* (see Appendix C).

Administrative Process:

1. **Reporting Non-Catholic Student Applications**

It is the responsibility of the principal to complete and return the "Reporting on Non-Catholic Student Applications" form to the designated superintendent on September 30th and February 28th of the school year.

2. **Registration of students from Out-of-Province to Regina Catholic Elementary Schools**

- a. Registration occurring during the school year:  
The student will be placed in the same grade as was attending in the previous school.
- b. Registration occurring at the beginning of the school year:  
The student will be promoted to the grade after the one completed in the previous school
- c. Placement may be changed by the Director or designate if the placement is found to be inappropriate.

3. **Registration of students from Out-of-Division to Regina Catholic Elementary Schools**

Catholic parents residing outside the City of Regina and desiring admission of their child(ren) into a RCSD school must complete the Out-of-Attendance Area School Request Application Form from one of the designated receiving schools. This request must be approved by the school principal and area superintendent.

4. **Registration of students from Out-of-Attendance Area**

Catholic parents residing within Regina and desiring admission of their child(ren) into a RCSD school outside of their attendance area must complete the Out-of-Attendance Area School Request Application Form. This request must be approved by the school principal and area superintendent.

Appendices required;

- Appendix A: Pastoral Reference
- Appendix B: Elder Reference
- Appendix C: Declaration of Status

**Appendix A**

**PASTOR'S REFERENCE**

Admission of Non-Catholic Students  
to the Regina Catholic School Division

If the principal is uncertain concerning admission of a student, the principal may refer the parents to the respective parish priest for a reference interview. After this interview, the parish priest completes and forwards the *Pastor's Reference Form* (see appendix A) to the principal. However, it remains the responsibility of the principal to make the decision with respect to the admission of the student to the school.

Re: Student Name(s): \_\_\_\_\_

To the Principal:

As you requested, I held an interview with \_\_\_\_\_ on

\_\_\_\_\_ .

In my opinion, their child/children

- would be a good candidate would benefit from exposure to the Catholic formation of the School Division
- would not be a good candidate and would not benefit from exposure to the Catholic formation of the School Division.

Remarks:

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Respectfully Yours,

**Appendix B**

**ELDER'S REFERENCE**

Admission of Non-Catholic Students  
to the Regina Catholic School Division

If the principal is uncertain concerning admission of an Indigenous student, the principal may request an Elder's Reference. After this interview, the Elder completes and forwards the "Elder's Reference" form to the principal. However, it remains the responsibility of the principal to make the decision with respect to the admission of the student to the school.

Re: Student Name(s): \_\_\_\_\_

1. Do you know the student sufficiently to answer some questions about him/her?

- Yes  No

2. In what context have you known the student? (check any item that applies)

- Sharing cultural teachings  
 Community events  
 Ceremony  
 Other: (please specify): \_\_\_\_\_

3. For what period of time have you known this student?

From: (date) \_\_\_\_\_ To: (date) \_\_\_\_\_

- In my opinion "this student holds" spiritual beliefs and teachings that would be supported by exposure to the Catholic Formation of the School Division.
- In my opinion "this student does not hold" spiritual beliefs and teachings that would be supported by exposure to the Catholic Formation of the School Division.
- I provide my reference for this candidate.  
 I cannot provide a reference for this candidate.

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Elder: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Appendix C**

**DECLARATION OF STATUS**

(To be completed prior to the admission of a student when no parent/guardian is baptized Catholic)

Names of parents or guardians: \_\_\_\_\_

Address: \_\_\_\_\_

Name and Grade Placements of Students:

<u>Name</u>	<u>Grade</u>	<u>Previous School Attended</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I wish to have my child (children) attend a Catholic school. My primary motive is to have my child/children participate in the spiritual formation and atmosphere of the Catholic school. I agree to comply with, and support, to the best of my ability, the philosophy of the school division, the Religious Education program, the Family Life program and the religious celebrations of the Catholic School.

Name of Catholic School: \_\_\_\_\_

Date of Registration: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Parent or Guardian)

**Regina Catholic School Mission Statement**

**The Regina Catholic School Division is dedicated to working with the community and the local church to provide a quality Catholic education that fosters academic excellence and the development of informed, responsible citizens.**